

CHAPTER 38

NEW ITEM PROCEDURE

SECTION I - GENERAL

238101 - PURPOSE

The purpose of this procedure is to prescribe the method to mechanically establish and mechanically input data elements into the Supply Control File that are considered mandatory for accomplishment of the SAMMS functions of Requirements Forecasting and Supply Control for new items entering the DLA Supply System.

238102 - POLICY

This chapter is limited to the initial establishment and input of data elements into the Supply Control File for new items with a DSC assigned Supply Status Code 1, 2, 3, 4, 5, 7, 8, 9, or A entering the DLA Supply System from:

- a. Item Management Coded (IMC) Card as described in chapter 46 of this manual.
- b. Supply Support Requests (SSRs) for Condition 2 submissions (items with assigned NSNs which would have not been previously coded by any Military Service to DLA for integrated management) or Condition 3 submissions (originator requesting support for an item without an NSN and which is being coded to DLA for integrated management) that result in assignment of a new NSN by the Defense Logistics Services Center (DLSC). Procedures for the processing of SSRs are detailed in chapter 39 of this manual.
- c. Items excluded from the provisions of this chapter are:

(1) Items transferred from the management of one DSC to another DSC due to reassignment of Federal Supply Class responsibility. Such transfers are essentially transplants of data elements from one Centers computer record to another Centers computer record. As such, they would require the transcription of the data elements record from the Center losing the management of the items to the Center gaining the management. Recognizing that minor differences may exist in record contents at the different Centers under the standardized system, system specifications will not be prepared treating such possible transfers. Instead, the format and content of the records under such transfers will be arranged by the interested Centers.

(2) Logistical transfer of item responsibility between DSCs based upon a DLSC Federal Supply Class Change, cancel-replace action or cancel-duplicate action. The same considerations as discussed in subparagraph c (1) above are applicable in these cases.

(3) New NSNs entering the DLA Supply System as a result of NSN assignment to CAGE and Part Numbers which are determined to be Contractor Operated Parts Depot (COPAD) type items. The Catalog Notification to other subsystems, DIC ZRY will establish a COPAD NSN as an SSC 7, Acquisition Advice Code K with Type of Item Code J in the NIR. However, in the Requirements subsystem when that same DIC ZRY transaction is processed to the Supply Control File (SCF) it is established as an SSC 3 creating a skeleton SCF Header Record as outlined in appendix C-60, part I. Essentially, COPAD NSNs for requirement purposes are managed as nonstocked items of supply supported through Direct Vendor Deliveries (DVDs).

SECTION II - PROCEDURE

238201 - GENERAL

a. The provisions of this procedure are to be applied subsequent to the initial establishment of the required data elements into the National Inventory Record (NIR) as prescribed in chapter 48 of this manual.

b. Catalog Notification to other subsystems, DIC ZRY will be processed to accomplish establishment of data elements in the Supply Control Header Record as outlined in appendix C-60.

c. Provisioning Support Request Card, DIC ZRP, appendix B-96, for new items from Provisioning will be processed as outlined in appendix D-232.

d. For items under the cognizance of the Defense Personnel Support Center, except for nonmedical items (not type-classified by the Defense Medical Standardization Board (DMSB)) in FSCs 6630 and 6640, the procedure outlined in appendix E-102 P is to be followed. For nonmedical items in FSCs 6630 and 6640, the regular IMC procedure is to be followed.

238202 - OUTPUT

A Standard Supply Control Study (SSCS) will be generated for each new item established in the Supply Control File. Reason for Study Code LG will indicate that a new record has been established for a logistics gain (reference appendices D-215 and E-307 P). Reason for Study Code NN will indicate that a new record has been established for provisioning or actions other than a logistics gain.

238203 - PROCEDURE PARTS

The procedure is divided into two parts depending upon the Type of Change Code in the DIC ZRY.

a. If the Type of Change Code is NN for a new item other than through provisioning, or NG and the Supply Status Code is 1, 4, 5, 7, 8, 9 or A, the procedure outlined in appendix D-215 is applicable. If Supply Status Code is 2 or 3, a skeleton Supply Control Header Record will be established as outlined in appendix C-60, part I.

b. If the Type of Change Code is NN, for a new item through provisioning, the procedure outlined in appendix D-232 is applicable. Chapter 39, part I, provides for input of a separate DIC ZRP transaction for items entering the DLA Supply System from Provisioning. Therefore, in the event that multiple Provisioning Support Requests, DIC ZRP for a new item are processed at the same time, the requirements will be consolidated as outlined in appendix D-232. New items entering the system from Provisioning will have a Provisioning Code P entered into the header of the Supply Control File.

238204 - PURGING OF PROVISIONING REQUIREMENTS TRAILER RECORD

The Provisioning Requirements Trailer Record of the Supply Control File will be purged at the end of each month when DATE REPAIR PARTS REQUIRED (Support Date) has been reached during the month, unless it is the trailer record which caused the initial establishment of the item in supply files. In that case, maintained until the date repair parts required plus two years is reached.